



State of New Jersey

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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Administrator

February 27, 2015
NOTICE OF JOB VACANCY
#15-33

An opportunity currently exists in the unclassified service within the Department of Law & Public Safety, Division of Law for applicants who meet the minimum job requirements specified below:

TITLE: Records Custodian
(One position to be filled by: either a Deputy Attorney General 4 or an Attorney Assistant)

SALARY: Commensurate with title and experience

LOCATION: Division of Law
25 Market Street
P.O. Box 112
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the supervision of the AAG and/or Section Chief of the Public Records Advice and Disputes Section, serves as Custodian of Public Records required by the Open Public Records Act ("OPRA"). Responds to requests from members of the public or media for Division of Law records and information, including electronic files. Produces in a timely manner records or information requested which are not otherwise exempt or excluded from the definition of a public record. Identifies, segregates and protects from disclosure information which is deemed confidential, private and protected from disclosure. Makes determinations whether access to records should be denied or approved. Searches database to locate records stored within Division of Law files and work units. Enters information in OPRA tracking system. Redacts information prior to distributing records. Assess and collects costs of duplicating records and special service charges.

REQUIREMENTS FOR DEPUTY ATTORNEY GENERAL 4:

EXPERIENCE:
Two (2) years of experience as a practicing attorney.

LICENSE:
Admission to practice as an Attorney at Law in the State of New Jersey.

REQUIREMENTS FOR ATTORNEY ASSISTANT:

EDUCATION: Graduation from an accredited college with a Bachelor's degree.

EXPERIENCE: Two (2) years of paralegal or legal/legislative research experience.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated above on a year for year basis.

NOTE: A Bachelor's degree in Law may be substituted for both the education and experience requirements listed above.

NOTE: Applicants who do not possess a Bachelor's degree may substitute an Associate's degree as a Legal Assistant or in Paralegal Studies or, successful completion of a two (2) year approved course in Paralegal Training at a recognized educational institution for two (2) years of college education.

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

If you possess the required experience and education and are interested in the above position, please send a cover letter (including job vacancy number) and current resume before closing date of March 18, 2015. DAG 4 candidates must also provide Certificate of Good Standing with the Supreme Court of New Jersey, legal writing sample, and unofficial copy of your law school transcript to:

*Recruitment Coordinator
Office of the Attorney General
P.O. Box 081
Trenton, NJ 08625-0085*

Or

[*LPS.Humanresources@lps.state.nj.us*](mailto:LPS.Humanresources@lps.state.nj.us)

The “New Jersey First Act,” N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.